

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 03-16

ISSUE DATE: 09/10/2003
DISPOSAL DATE: Ongoing

RE: VITAL RECORDS FEES
CHARGED TO CHILD
SUPPORT AGENCIES

To: Child Support Directors

From: Bettie A. Rodgers /s/
Division Administrator

PURPOSE

The purpose of this Administrator's Memo is to notify agencies of how fees for the Vital Record access will be charged to child support agencies in CY 2003.

VITAL RECORD FEES

Each agency shall be charged back the actual amount of vital record user fees attributable to that agency as shown on invoices to the Department.

Child support agencies use vital record services from the State of Wisconsin, Department of Health and Family Service (DHFS), regularly. DHFS bills the Department quarterly at which time payment is made by the Department to DHFS. The actual amount paid to DHFS on behalf of each agency will then be deducted, on a quarterly basis, from the agency's payment to coincide with the expense reimbursement schedule. For example, April, May and June's expenses are submitted in July, processed in both CARS (thirteen agencies under human services umbrella) and CORE (fifty-eight agencies) in August, with payment issued in September. In this example, the vital record user fees for CY 2003 second quarter will reduce the agency's September 1 payment.

Thirty-four percent of the actual vital record user fees will be subtracted from the agency's reimbursement payment, reflecting that 66 percent of the cost is federally reimbursed. Three new non-reporting profiles/line code have been set up for state-use only. Profile #70905/Line Code 7905 (Vital Record Fees) indicates the total user fee. Profile #70907/Line Code 7907

Vital Record Fees 66% share) shows 66% percent (federal share) of the fee and Profile #70906/Line Code 7906 (Vital Record Fees 34% share) shows 34 percent (non-federal share). The expense check will be reduced by the 34 percent amount. Agencies will find these amounts under the appropriate profiles/line code on the 603 report or CORE web site report.

The Vital Record Fees charge back is similar to the Credit Bureau Fees.

Agencies must not claim this Vital Record Fee as an expense on any expense reports.

If you have any questions, feel free to contact:

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